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ABSTRACT

This task-based curriculum guide for agricultural production, specifically for poultry, is intended to help the teacher develop a classroom management system where students learn by doing. Introductory materials include a Dictionary of Occupational Titles job code and title sheet, a task sheet for developing leadership skills, and a task list. Each task is then outlined in this format: statement of duty, statement of task, duty and task numbers, a checklist of achievement indicators, a statement of the criteria for achievement of competence, specification of required tools and equipment and resources, and lists of teacher activities and student learning activities. The tasks are categorized by seven duties: caring for poultry, feeding poultry, maintaining poultry health, maintaining poultry facilities, marketing poultry, showing poultry, and using employability skills. Other contents include student and class achievement records and tool/equipment lists. (YLB)

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INTRODUCTION

This curriculum guide was developed through a grant awarded to the Agricultural and Extension Education Department (AEE), College of Agriculture and Natural Resources, Michigan State University, by the Vocational-Technical Education Service of the Michigan Department of Education (V-TES/MDE).

The credit for this curriculum guide belongs to:

(1) A task force of individuals from education who reviewed job titles, worker tasks, and developed achievement indicators, criteria statements, tools/equipment, references and resources;

(2) The Vocational-Technical Education Service, Michigan Department of Education consultant responsible for the program area; and,

(3) The project coordinator from AEE.

The names of these people are identified after this section. The following describes the role of each of those credited above in developing the curriculum guide.

(1) The task force members identified occupational titles appropriate to the agriculture program area. This process was facilitated by using materials developed by the Vocational-Technical Education Consortium of States (V-TECS).

(2) The V-TES/MDE curriculum consultants provided overall guidance for the project. This responsibility included nominating the task force members, and working with the AEE staff to determine the direction, format, and content of the curriculum guide.

(3) The project coordinator in AEE was responsible for developing the format of the curriculum, working with the members of the task force to ensure the quality of the curriculum as well as that the final curriculum guide was produced on schedule. The work of the project coordinator was made considerably easier because of the close collaboration of the V-TES/MDE curriculum consultant. This whole effort was a partnership and could not have been completed without this arrangement.

Credit should also be given to the secretaries and other support staff who typed and proofread the curriculum guide at its various stages of development. Without their assistance this effort would never have been completed.

It is intended by all those involved in the development of this curriculum guide that it be used to provide relevant training for entry to the world of work. It is hoped that this curriculum guide is used to that end.

This curriculum guide is one of a series of nine developed for Production Agriculture, C.I.P. 01.0301. A complete Production Agriculture program will use all nine guides: Beef, Sheep, Dairy, Poultry, Swine, Crops, Soils, Farm Business Management, and Farm Mechanics. A listing of Dictionary of Occupational Titles (DOT) job titles associated with these guides is listed below.

D.O.T. TITLE	D.O.T. #
FARM MACHINE OPERATOR	409.683-010
LIVESTOCK RANCHER	410.161-018
POULTRY FARMER	411.161-018
FARMWORKER: POULTRY	411.584-010
LABORER: POULTRY FARM	411.687-018
FARMER: VEGETABLE	402.161-010
SUPERVISOR: TREE-FRUIT-AND-NUT	403.131-010

D.O.T. TITLE	D.O.T. #
FARMER: FIELD CROP	404.161-010
FARMER: GENERAL	421.161-010
FARM WORKER: LIVESTOCK	410.664-010
CATTLE RANCHER	410.161-018
SWINE RANCHER	410.161-018
SHEEP RANCHER	410.161-018
SHEEP HERDER	410.687-022
DAIRY FARMER	410.161-018
FARMWORKER: DAIRY	410.684-010
FARMER: CASH GRAIN	401.161-010
GENERAL MANAGER: FARM	180.167-018
TRACTOR MECHANIC	620.281-058
TRACTOR-MECHANIC HELPER	620.684-030
FARM-EQUIPMENT MECHANIC 1	624.281-010
FARM-EQUIPMENT MECHANIC APPRENTICE	624.281-014
FARM-EQUIPMENT MECHANIC 2	624.381-014
FARMWORKER: GENERAL I	421.683-010
FARMWORKER: GENERAL II	421.687-010

Development of leadership skills as well as technical skills has always been an important part of the vocational agriculture training program. Today's agriculture is very complex, being able to participate, communicate and lead is even more critical now than in prior years. Tomorrow's producer must be able to take an active role in the profession and society.

Recognizing the importance of preparing the decision makers of tomorrow, the duty of "Performing Leadership Skills" is included in all nine curriculum guides. The student is not expected to complete all ten achievements in one year, but should have completed most of them when they have completed the total agriculture program.

Participation in Future Farmers of America (FFA) activities will enhance

the development of those important leadership skills. It is suggested that this duty/task be reproduced and placed in each individual student file.

The following people were instrumental in the development of the Agriculture Curriculum Guides.

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Duty: Performing Leadership Skills	**Duty No.**
	Task No.

Task: Develop leadership skills to provide leaders in agriculture.

Achievement Indicators: The learner:

		Yes	No
1.	Performed ten Parliamentary Procedure Skills -	____	____
2.	Gave a five minute speech -	____	____
3.	Led a group discussion for 15 minutes -	____	____
4.	Served as an FFA officer -	____	____
5.	Served as a Program of Activities Committee Chairperson -	____	____
6.	Served as an active member of a committee -	____	____
7.	Participated in five activities above chapter level -	____	____
8.	Participated in carrying out activities as listed in the program of activities -	____	____
9.	Prepared a twelve minute demonstration -	____	____
10.	Attended leadership meetings -	____	____

Criteria: Competence in the task will be recognized when the instructor is satisfied with leadership performance of the student.

Tools and Equipment:

FFA Record Book
Tape Recorder
Video Tape

Resources:

FFA Student Handbook
Robert's Rules of Order
FFA Degree Application
FFA Manual

TASK LIST
FOR
POULTRY

A. NOT AVAILABLE

B. CARING FOR POULTRY

1. Plan goals for poultry, using appropriate records, to produce a better flock.

2. Purchase litter, using appropriate resources, to acquire bedding.

3. Add clean litter, using appropriate resources, to provide dry living conditions for poultry.

4. Control rodents, using appropriate resources, to maintain clean environment.

5. Dispose of unused chemicals and drugs, using appropriate procedures, to insure safe environment.

6. Store chemicals, inflammable materials and medications, using appropriate equipment, to maintain a safe environment.

7. Make inventory lists of poultry and equipment, using appropriate managing skills, to perform administrative and recordkeeping functions.

C. FEEDING POULTRY

1. Plan poultry feeding program, using appropriate management skills, to promote higher quality flocks.

2. Prepare ration for laying hens, using appropriate management skills, to increase egg production.

3. Prepare ration for broilers, using appropriate management skills, to increase meat production.

4. Plan feed purchase, using appropriate marketing skills, to achieve maximun profits.

5. Feed and water baby chicks, using appropriate equipment, to assure maximum growth.

6. Prepare automatic feeders, using appropriate techniques, to acquire sufficient feeding program.

7. Prepare automatic waterers, using appropriate techniques, to acquire significant watering program.

8. Record daily feed consumption, using appropriate records, to maintain day to day information.

C. FEEDING POULTRY (continued)

9. Record daily water consumption, using appropriate records, to maintain day to day information.

10. Keep feed consumption records, using appropriate management skills, to achieve feeding efficiency.

11. Service grinding and mixing equipment, using appropriate tools, to maintain equipment performance.

12. Service bulk feed handling equipment, using appropriate tools, to maintain equipment performance.

13. Examine feedstuffs for mold and spoilage, using appropriate equipment to assure desirable feed ingredients.

14. Calculate cost of rations and feed mixtures, using appropriate management skills, to evaluate feeding procedure.

D. MAINTAINING POULTRY HEALTH

1. Clean walls, screens, ceiling, and equipment, using appropriate practices, to acquire desirable production environment.

2. Disinfect building and equipment, using appropriate practices, to acquire desirable production environment.

3. Keep birds free of ectoparasites (mites and lice), using appropriate resources, to achieve desirable production environment.

4. Keep poultry houses and premises free of house flies, using appropriate resources, to achieve desired production environment.

5. Administer medications, using appropriate procedures, to achieve desirable health standards.

6. Clean medicator, using appropriate resources, to maintain disease control.

7. Contact flock supervisor or veterinarian when birds appear to be sick, using appropriate means, to prevent increase in flock mortality.

8. Take sick bird(s) to poultry disease diagnostic laboratory for diagnosis, using appropriate means, to prevent increase in flock mortality.

9. Separate sick, weak, or injured birds, using appropriate procecures, to prevent health problems.

10. Keep poultry mortality records, using appropriate resources, to maintain flock health.

11. Dispose of dead birds, using appropriate procedures, to maintain proper health standards.

D. MAINTAINING POULTRY HEALTH (continued)

12. Apply insecticides in buildings, using appropriate procedures, to maintain proper health standards.

13. Disinfect buildings and equipment, using appropriate procedures, to maintain proper health standards.

14. Clean poultry housing area, using appropriate procedures, to maintain proper health standards.

E. MAINTAINING POULTRY FACILITIES

1. Develop plans for housing broilers and layers, using appropriate means, to acquire efficient production facilities.

2. Clean brooders, using appropriate means, to insure reuse.

3. Install brooder guards for young birds, using appropriate means, to decrease chick mortality.

4. Maintain proper brooder temperature, using appropriate resources, to achieve desirable production environment.

5. Adjust feeders and waterers, using appropriate resources, to limit feed and water waste.

6. Clean feed bins, using appropriate procedures, to maintain proper health environment.

7. Prepare nests for reuse, using appropriate procedures, to maintain proper laying facilities.

8. Adjust lighting, using appropriate means, to increase production.

9. Adjust ventilation system, using appropriate resources, to insure quality health environment.

10. Clean air inlets, using appropriate resources, to insure quality health environment.

11. Tighten doors, using appropriate procedures, to maintain proper facilities.

12. Inspect buildings for unwanted air infiltration, using appropriate resources, to insure quality health environment.

13. Apply wastes to fields, using appropriate resources, to insure proper waste disposal.

14. Plan waste disposal system, using appropriate resources, to insure proper health environment.

15. Remove wastes, using appropriate resources, to insure healthy disease free growth environment.

F. MARKETING POULTRY

1. Gather and pack eggs, using appropriate procedures, to prevent egg loss.

2. Clean eggs (hand method), using appropriate resources, to increase marketability.

3. Grade eggs, using appropriate procedures, to increase marketability.

4. Refrigerate eggs, using appropriate facilities, to insure a quality product.

5. Adjust temperature and humidity in egg storage room, using appropriate equipment, to insure a quality product.

6. Arrange for sale of poultry and eggs, using appropriate means, to obtain highest profits.

7. Keep egg production records, using appropriate resources, to maintain proper information.

8. Keep egg quality records, using appropriate resources, to maintain the highest quality product.

9. Cull layers, using appropriate procedures to maintain feeding efficiency.

10. Remove feed and water from birds prior to market shipment, using appropriate means, to acquire marketable birds.

11. Plan evisceration process, using appropriate resources, to acquire desirable marketable birds.

12. Keep records of income and expenses, using appropriate means, to evaluate profitability of birds.

G. SHOWING POULTRY

1. Select birds for showing, using appropriate skills, to determine best representation of breed and/or flock.

2. Transport birds to show, using appropriate means, to insure desirable health and appearance.

3. Plan showing procedures, using appropriate skills, to achieve attractive award winning birds.

H. USING EMPLOYABILITY SKILLS

1. Perform a self-assessment, using knowledge and information, to compile a list of personal attributes.

2. Perform a self-assessment, using knowledge and information, to identify areas of work that will provide personal job satisfaction.

3. Perform a self-assessment, using knowledge and information, to determine methods to reduce levels of stress.

H. USING EMPLOYABILITY SKILLS (continued)

4. Compile an occupational profile, using reference materials, to determine the characteristics, requirements, and employment outlook of an occupation.

5. Investigate non-wage job characteristics, using available resources, to identify significant job factors.

6. Develop goals, using knowledge, to determine career objective(s).

7. Perform a job search, using information, to identify employment opportunities.

8. Participate in an information interview, using knowledge and resources, to obtain information about a job from an employer.

9. Complete a social security form, using information, to apply for a social security number.

10. Contact an employer, using a telephone, to pursue potential employment opportunities.

11. Complete a job application, using personal notes, to apply for employment.

12. Prepare a resume, using personal information, to apply for a job.

13. Write a letter, using personal notes, to apply for a position.

14. Demonstrate appropriate dress, using a knowledge of job requirements, to comply with standards of on-the-job attire and grooming.

15. Interview for a job, using communication skills, to secure employment.

16. Contact a job interviewer, using a telephone, to accept/reject a job.

17. Complete forms, using information, to withhold city, state and federal taxes.

18. Describe performance evaluation measurements, using knowledge, to identify behavior/attitudes that employers expect employees to exhibit on the job.

19. Perform a continuing education program search, using available resources, to identify opportunities for retraining, skills upgrading, and career advancement.

20. Analyze career information, using available resources, to identify the opportunities for advancement that exist within an occupation.

21. Describe job resignation/dismissal practice, using knowledge, to identify positive methods for terminating an employment situation.

Duty: Caring for Poultry	**Duty No.** B
	Task No. 1

Task: Plan goals for poultry, using appropriate records, to produce a better flock.

Achievement Indicators: The learner:

	Yes	No
1. Determined current levels of performance and production -	____	____
2. Reviewed financial records -	____	____
3. Evaluated growth potential based on currenct levels of performance and production -	____	____
4. Identified areas that needed improvement and set priorities -	____	____
5. Developed individual and family goals -	____	____
6. Determined cash income needs -	____	____
7. Calculated cash and/or accrual income sources -	____	____
8. Developed goals compatible with farm and family resources -	____	____
9. Recorded goals -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according th the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Financial records Production records Inventory	

Duty: Caring for Poultry	**Duty No.** B
	Task No. 2

Task: Purchase litter, using appropriate resources, to acquire bedding.

Achievement Indicators: The learner:

	Yes	No
1. Detemined type of litter needed -	____	____
2. Determined amount of litter needed for poultry house -	____	____
3. Decided on where to purchase litter, considering:		
a. Availability -	____	____
b. Price -	____	____
c. Convenience -	____	____
d. Quality -	____	____
4. Placed order for litter -	____	____
5. Picked up litter or had it delivered -	____	____
6. Checked invoice to insure accuracy -	____	____
7. Unloaded litter -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Poultry house prepared for clean litter Truck (for pickup) and canvas Amount and type of litter to be purchased	

Duty: Caring for Poultry	**Duty No.** B
	Task No. 3

Task: Add clean litter, using appropriate resources, to provide dry living conditions for poultry.

Achievement Indicators: The learner;

	Yes	No
1. Brought clean litter into building -	____	____
2. Spread clean litter evenly over entire surface of floor to recommend depth -	____	____
3. Dried litter:		
a. Opened inlets or curtains and turned fans on in warm weather -	____	____
b. Turned heat on in cold weather -	____	____
4. Turned fans (or heat) off and closed inlets or curtains when litter was dry -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Building prepared for clean litter
Clean litter
Scoops
Spreader

Resources:

Duty: Caring for Poultry	**Duty No.** B
	Task No. 4

Task: Control rodents, using appropriate resources, to maintain clean environment.

Achievement Indicators: The learner:

	Yes	No
1. Identified type of rodent -	____	____
2. Purchased bait -	____	____
3. Filled bait containers -	____	____
4. Set the filled bait containers near rodent evidence -	____	____
Note: Followed all recommended safety precautions.		
5. Checked, refilled and relocated bait containers as needed -	____	____
6. Disposed of rodent carcasses -	____	____
7. Closed and repaired rodent entry points -	____	____
8. Removed, cleaned, and stored bait containers after rodents had been controlled -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Rodents (rats and mice); Bait containers; Prepared bait or bait concentrate; Hand scoop; Mixing tub, vat, or bucket; Hand tools and miscellaneous repair materials (hammer, hand saw, lumber or plywood, nails)	

Duty: Caring for Poultry	**Duty No.** B
	Task No. 5

Task: Dispose of unused chemicals and drugs, using appropriate procedures, to insure safe environment.

Achievement Indicators: The learner:	Yes	No
1. Read label carefully -	____	____
2. Reviewed local, state and federal hazardous waste regulations -	____	____
3. Determined class of content from label -	____	____
4. Determined disposal classification of container -	____	____
5. Identified alternative disposal procedures based on:		
a. Class of chemical -	____	____
b. Class of container -	____	____
6. Selected appropriate disposal procedure -		
a. Buried -	____	____
b. Incinerated -	____	____
c. Returned to manufacturer for reuse -	____	____
7. Disposed of unused chemicals -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Incinerator State and federal hazardous waste management regulations Chemical labels	

Duty: Caring for Poultry	**Duty No.** B
	Task No. 6

Task: Store chemicals, inflammable materials and medications, using appropriate equipment, to maintain a safe environment.

Achievement Indicators: The learner:

	Yes	No
1. Read label for storage requirments -	____	____
2. Prepared the storage area:		
a. Installed a locking mechanism -	____	____
b. Provided recommended temperature, moisture and ventilation -	____	____
c. Installed required warning signs -	____	____
3. Separated items by class or category; e.g., dry, chemicals, liquid chemicals, etc. -	____	____
4. Inspected containers for leaks or corrosion -	____	____
5. Attached complete labels to substitute containers -	____	____
6. Inventoried all items -	____	____
7. Placed items in designated areas -	____	____
8. Locked storage area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Metal cabinet Lock Blank labels Permanent markers	

Duty: Caring for Poultry	**Duty No.** B
	Task No. 7

Task: Make inventory lists of poultry and equipment, using appropriate managing skills, to perform administrative and recordkeeping functions.

Achievement Indicators: The learner:	Yes	No
1. Reviewed existing inventory records -	____	____
2. Identified items to be inventoried -	____	____
3. Divided items into either liquid or fixed assets -	____	____
4. Listed each item on inventory sheet by type of asset -	____	____
5. Counted times to be inventoried -	____	____
6. Recorded quantities and description of items -	____	____
7. Categorized all itemized items into liquid and fixed assets -	____	____
8. Filed inventory -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Inventory sheets Calculator	

Duty: Feeding Poultry	**Duty No.** C
	Task No. 1

Task: Plan poultry feeding program, using appropriate management skills, to promote higher quality flocks.

Achievement Indicators: The learner:

	Yes	No
1. Determined facility and equipment requirements -	____	____
2. Determined types of birds -	____	____
3. Determined feeding and watering requirements -	____	____
4. Determined labor requirements -	____	____
5. Determined cost of production -	____	____
6. Developed record keeping plans -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Feeding publication Feeding equipment publication Calculator Financial records	

Duty: Feeding Poultry	**Duty No.** C
	Task No. 2

Task: Prepare ration for laying hens, using appropriate management skills, to increase egg production.

Achievement Indicators: The learner:

	Yes	No
1. Determined age and life cycle of layers -	____	____
2. Determined feeding and watering requirements for age of birds -	____	____
3. Determined mineral, protein, and fiber requirements for age of birds -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Feed ingredients Feed publication Scales Mixing and grinding equipment	

Duty: Feeding Poultry	**Duty No.** C
	Task No. 3

Task: Prepare ration for broilers, using appropriate management skills, to increase meat production.

Achievement Indicators: The learner:

	Yes	No
1. Determined age of broilers -	____	____
2. Determined feeding and watering requirements for age of birds -	____	____
3. Determined mineral, protein, and fiber requirement for age of birds -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Feed ingredients Feed publications Scales Mixing and grinding equipment	

Duty: Feeding Poultry	**Duty No.** C
	Task No. 4

Task: Plan feeding purchase, using appropriate marketing skills, to achieve maximum profits.

Achievement Indicators: The learner:

	Yes	No
Contract Grower		
1. Monitored feed suppiy at farm -	____	____
2. Placed order for feed one or two working days prior to scheduled pickup, specifying type, quantity, and date needed -	____	____
Independent Grower		
1. Negotiated a feed supply contract with feed manufacturer or supplier -	____	____
2. Monitored feed inventory level -	____	____
3. Placed order for feed one or two working days prior to scheduled pickup -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Feed inventory Phone Feed manufacturer/supplier	

Duty: Feeding Poultry	**Duty No.** C
	Task No. 5

Task: Feed and water baby chicks, using appropriate equipment, to assure maximum growth.

Achievement Indicators: The learner:	Yes	No
1. Determined size of chicks -	____	____
2. Determined number of waterers and feeders -	____	____
3. Determined heights of waterers and feeders -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Waterers Feeders	

Duty: Feeding Poultry	**Duty No.** C
	Task No. 6

Task: Prepare automatic feeders, using appropriate techniques, to acquire sufficient feeding program.

Achievement Indicators: The learner:

	Yes	No
1. Inspected feeder lines and pans for damaged or missing parts -	____	____
2. Made repairs or replaced missing parts -	____	____
3. Lowered automatic feeders to desired height -	____	____
4. Turned on automatic feeder motor, and let pans fill with feed, no more than 24 hours prior to delivery of birds -	____	____
5. Inspected pans to note level of feed and to insure that no feed was leaking on floor, through error in adjustment or breaks in line or pan -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according th the supervisor's satisfaction.

Tools and Equipment:

Feeders in working condition (cleaned and adjusted)
Feed supply
Auger or conveyor feed system
Hand tools

Resources:

Duty: Feeding Poultry | **Duty No.** C | **Task No.** 7

Task: Prepare automatic waterers, using appropriate techniques, to acquire significant watering program.

Achievement Indicators: The learner:

		Yes	No
1.	Assembled pail, disinfectant, steel wool, screwdriver, pliers, and wrenches -	____	____
2.	Prepared approved disinfectant solution, following instruction precisely -	____	____
3.	Inspected waterer for broken or missing parts -	____	____
4.	Lowered waterers on cables to check pulleys, cable and suspension system -	____	____
5.	Removed trough from cradle -	____	____
6.	Washed waterer with disinfectant solution -	____	____
7.	Replaced trough on cradle -	____	____
8.	Lowered entire waterer to desired height for birds -	____	____
9.	Turned water on and adjusted valve to regulate water in trough -	____	____
10.	Repaired malfunctioning valves -	____	____
11.	Replaced gaskets in valves as required -	____	____
12.	Flushed waterlines to insure clean water supply -	____	____
13.	Returned tools and supplies to storage -	____	____
14.	Filled waterers with clean water 24 hours prior to arrival of birds -	____	____
15.	Inspected waterers often to insure that correct water level was maintained -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:
Waterers; 5 gallon pail; Steel wool or similar scouring pads; Waterer pulleys, cable and suspension system; Approved disinfectant; Water supply; Screwdriver; Pliers; Wrenches; Miscellaneous replacement parts

Resources:

Duty: Feeding Poultry	**Duty No.** C
	Task No. 8

Task: Record daily feed consumption, using appropriate records, to maintain day to day information.

Achievement Indicators: The learner:

	Yes	No
Scales method		
1. Read feed weighing scale -	____	____
2. Recorded scale reading on feed consumption chart -	____	____
3. Computed amount of feed used by subtracting previous scale reading from current scale reading -	____	____
4. Recorded computation on chart -	____	____
Weigh delivery ticket method		
1. Read and recorded weigh ticket for amount of feed delivered -	____	____
2. Computed daily feed consumption by dividing the number of pounds of feed delivered by the number of days between deliveries (computed upon reciept of weight ticket) -	____	____
3. Recorded daily feed consumption calculation on chart -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:
Feed supply
Scales for weighing
Chart for recording feed consumption
Pencil
Calculator
Weigh delivery ticket

Resources:

Duty: Feeding Poultry	**Duty No.** C
	Task No. 9

Task: Record daily water consumption, using appropriate records, to maintain day to day information.

Achievement Indicators: The learner:

	Yes	No
1. Read water meter -	____	____
2. Recorded meter reading on chart -	____	____
3. Computed water usage by subtracting previous meter reading from current meter reading -	____	____
4. Recorded water usage computation on chart -	____	____
5. Repeated steps 1 through 4 for each house -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Water supply; Water meter; Chart for recording water; Pencil; Calculator (optional); Scheduled time for recording water for consumption (once or twice daily)	

Duty: Feeding Poultry | **Duty No.** C | **Task No.** 10

Task: Keep feed consumption records, using appropriate management skills, to achieve feeding efficiency.

Achievement Indicators: The learner:

	Yes	No
1. Recorded amount of feed on hand (scale reading or approximation) on feed consumption record for each flock -	____	____
2. As feed was delivered, recorded amount, using weigh ticket -	____	____
3. Recorded amount of feed consumed daily (scale reading or approximation) on feed consumption record -	____	____
4. As steps 2 and 3 above were recorded, computed and recorded running total of feed on hand -	____	____
5. Monitored feed consumption daily for each flock, using a predetermined formula as a guideline -	____	____
6. When birds were marketed:		
a. Verified amount of feed delivery by supplier -	____	____
b. Calculated feed conversion using market weight of birds and total amount of feed consumed -	____	____
c. Recorded feed conversion figure -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:
Weigh tickets received at time feed truck made deliveries; Log book or tablet for recording daily feed consumption; Chart or formula to determine amount of feed that is needed daily; Feed in feed bins; Scales

Resources:

Duty: Feeding Poultry

Duty No. C

Task No. 11

Task: Service grinding and mixing equipment, using appropriate tools, to maintain equipment performance.

Achievement Indicators: The learner:

	Yes	No
1. Reviewed owner's service manual -	____	____
2. Observed grinding and mixing equipment in operation -	____	____
3. Removed all dirt and feed particles -	____	____
4. Inspected all moving and nonmoving parts -	____	____
5. Identified worn or broken parts that needed replacing -	____	____
6. Obtained replacement parts -	____	____
7. Made repairs and adjustments -	____	____
8. Lubricated moving parts -	____	____
9. Insured grinding and mixing equipment was operating -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:
Adjustable wrenches
Service manual
Lubricant
Repair parts
Grease gun
Broom or brush
Shovel

Resources:

Duty: Feeding Poultry	**Duty No.** C
	Task No. 12

Task: Service bulk feed handling equipment, using appropriate tools, to maintain equipment performance.

Achievement Indicators: The learner:	Yes	No
1. Reviewed owner's service manual -	____	____
2. Observed bulk feed handling equipment in operation -	____	____
3. Removed all dirt and feed particles -	____	____
4. Inspected all moving and nonmoving parts -	____	____
5. Identified worn or broken parts that needed replacing -	____	____
6. Obtained replacement parts -	____	____
7. Made repairs and adjustments -	____	____
8. Lubricated moving parts -	____	____
9. Insured equipment was operating -	____	____

Criteria: Competence in the task will be recognized when the achievment indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Service manual Adjustable wrenches Lubricant Repair parts Grease gun Broom or brush Shovel	

Duty: Feeding Poultry	**Duty No.** C
	Task No. 13

Task: Examine feedstuffs for mold and spoilage, using appropriate equipment, to assure desirable feed ingredients.

Achievement Indicators: The learner:	Yes	No
1. Examined feedstuffs for off color, hot areas, or sprouted grains -	____	____
2. Inspected grain using a black light -	____	____
3. Measured the moisture content of feed or feed ingredients -	____	____
4. Removed molded, spoiled and contaminated feed and feed ingredients from storage areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Black light Moisture meter Feedstuffs Grain probe	

Duty: Feeding Poultry	**Duty No.** C
	Task No. 14

Task: Calculate cost of rations and feed mixtures, using appropriate management skills, to evaluate feeding procedure.

Achievement Indicators: The learner:

	Yes	No
1. Listed feed ration ingredients or commercial feeds fed -	____	____
2. Calculated cost per pound of feed ingredients used or cost of a commercial mixed ration -	____	____
3. Multiplied pounds of each feed ingredient in ration by value of ingredient per CWT, or multiplied required pounds of commerical complete ration by cost per pound -	____	____
4. Summed the cost of all ingredients for total cost of ration -	____	____
5. Recorded and verified total cost of rations and feed mixtures -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Calculator
Ration ingredient price list
Quantity and weight conversion table
List of feed ration ingredients

Resources:

Duty: Maintaining Poultry Health | **Duty No.** D | **Task No.** 1

Task: Clean walls, screens, ceiling, and equipment, using appropriate practices, to acquire desirable production environment.

Achievement Indicators: The learner:

	Yes	No
1. Assembled blower, high-pressure sprayer and hose, and sprayer tank -	____	____
2. Turned exhaust fans on in poultry house -	____	____
3. Put on respirator and goggles -	____	____
4. Removed dust from walls, screens, ceiling and equipment, using high-pressure blower -	____	____
5. Turned off exhaust fans and lights in room being cleaned -	____	____
6. Washed walls, screens, ceiling, and equipment using high-pressure sprayer and scouring pad -	____	____
Note: Used disinfectant if required, following all safety precautions.		
7. Removed respirator and goggles -	____	____
8. Drained sprayer tank and hose -	____	____
9. Dried poultry house if needed:		
a. Swept standing water from floor -	____	____
b. Turned exhaust fans on -	____	____
10. Stored equipment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
High-pressure blower; High-pressure sprayer and hose; Approved disinfectant; Scouring pad; Sprayer tank/water hose; Water supply; House to be cleaned; Goggles and respirator Broom	

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 2

Task: Disinfect building and equipment, using appropriate practices, to acquire desirable production environment.

Achievement Indicators: The learner:

	Yes	No
1. Measured approved disinfectant and water into tank -	____	____
2. Set up spray and hose -	____	____
3. Started sprayer and saturated all equipment and the walls, ceiling and floor of building with disinfectant -	____	____
4. Closed building as tightly as possible to get full effect of disinfectant (at least 12 hours) -	____	____
5. Opened building, and let it dry out completely (if necessary, used fans to force air in) -	____	____
6. Emptied spray tank, sprayer, and hose and flushed with water -	____	____
7. Returned sprayer, tank and hose to storage -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
High-pressure sprayer; High-pressure hose with suitable nozzle to disperse spray; Large tank or barrel for mixing and holding spray solution; Water supply; Approved disinfectant; Poultry house/room free of litter; Safety glasses or goggles	

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 3

Task: Keep birds free of ectoparasites (mites and lice), using appropriate resources, to achieve desirable production environment.

Achievement Indicators: The learner:	Yes	No
1. Identified pest(s) -	____	____
2. Obtained recommended pesticides -	____	____
3. Checked pesticide application equipment and safety equipment to insure proper functioning -	____	____
4. Donned safety equipment (face mask, goggles, and protective clothing if necessary -	____	____
5. Mixed pesticide according to directions on label -	____	____
a. Followed all safety precautions -	____	____
b. Mixed only amount of pesticide that was needed for immediate use -	____	____
6. Filled application equipment with pesticide -	____	____
7. Applied pesticide to birds in cages:		
a. Sprayed or Dusted: Applied directly to underside and vent area of birds -	____	____
b. Fog: Sprayed fog into air in building (not directly on birds) -	____	____
8. Cleaned equipment after usage -	____	____
9. Removed safety equipment and protective clothing -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to state regulations.

Tools and Equipment:	**Resources:**
Birds with mites and lice; Approved and recommended pesticide; Pesticide application equipment for dust, spray or fog; Protective equipment (face mask, goggles) and clothing; Water supply, soap and towels; Equipment clean-up materials (water, ammonia, liquid detergent)	

Duty: Maintaining Poultry Health | **Duty No.** D | **Task No.** 4

Task: Keep poultry houses and premises free of house flies, using appropriate resources, to achieve desired production environment.

Achievement Indicators: The learner:	Yes	No
Control of flies through pesticide application to poultry house		
1. Obtained recommended pesticide -	____	____
2. Checked pesticide application equipment and safty equipment to insure proper functioning -	____	____
3. Donned safety equipment (face mask, goggles, and protective clothing if necessary) -	____	____
4. Mixed pesticide according to directions on label:		
a. Followed all safety precautions -	____	____
b. Mixed only amount of pesticide that was needed for immediate use -	____	____
5. Filled application equipment with pesticide -	____	____
6. Applied pesticide to poultry house, following all safety precautions -	____	____
7. Cleaned equipment after usage -	____	____
8. Removed safety equipment and protective clothing -	____	____
Pest (fly larvae) control using a feed additive (laying flock)		
1. Contracted with feed supplier -	____	____
2. Fed to flock as usual -	____	____
Note: a. Insured that feed additive was mixed with feed thoroughly -	____	____
b. Fed to laying hens only, did not feed to broilers or birds that are used to produce hatching eggs -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to state regulations.

Tools and Equipment:	**Resources:**
House infested with flies; Approved and recommended pesticide for premise application; Pesticide application equipment Protective equipment (face mask, goggles, clothing); Water supply, soap and towels; Equipment cleanup materials; Agreement with feed supply co.	

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 5

Task: Administer medications, using appropriate procedures, to achieve desirable health standards.

Achievement Indicators: The learner:

		Yes	No
1.	Assembled prescribed medication and medicator -	____	____
2.	Read directions and determined dosage -	____	____
3.	Measured dosage and filled medicator -	____	____
4.	Connected medicator to water supply -	____	____
5.	Turned medicator on -	____	____
6.	Insured that medicator was working properly -	____	____
7.	Checked medicator periodically to insure that medication was being dispersed -	____	____
8.	Refilled medicator as needed -	____	____
9.	Removed medicator when medication period was completed -	____	____
10.	Cleaned medicator -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Sick birds Prescribed medications Medicator Instructions for administering medication Record forms	

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 6

Task: Clean medicator, using appropriate resources, to maintain disease control.

Achievement Indicators: The learner:

	Yes	No
1. Set up work area:		
a. Obtained cleaning solution and clean clothes -	____	____
b. Collected medicator to be cleaned -	____	____
2. Flushed medicator with water or cleaning solution -	____	____
3. Disassembled medicator -	____	____
4. Cleaned valves individually with solution and water -	____	____
5. Rinsed medicator -	____	____
6. Reassembled medicator -	____	____
7. Tested medicator to insure it was working properly -	____	____
8. Placed medicator in plastic bag and stored -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Clean work area
Clean cloths or paper towels
Cleaning solution
Medicators to be cleaned
Water supply

Resources:

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 7

Task: Contact flock supervisor or veterinarian when birds appear to be sick, using appropriate means, to prevent increase in flock mortality.

Achievement Indicators: The learner:	Yes	No
1. Visually examined birds in affected house -	____	____
2. Reviewed poultry records to analyze abnormal conditions regarding:		
a. Egg production -	____	____
b. Feed and water consumption -	____	____
c. Mortality -	____	____
3. Determined whether an abnormal condition existed -	____	____
4. Contacted flock supervisor or veternarian, depending upon individual grower's situation (contract or independent) -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Telephone Egg production records Feed and water consumption records Mortality records Sick birds Veterinarian Flock supervisor	

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 8

Task: Take sick bird(s) to poultry disease diagnostic laboratory for diagnosis, using appropriate means, to prevent increase in flock mortality.

Achievement Indicators: The learner:

	Yes	No
1. Collected and isolated sick birds -	____	____
2. Placed birds in container -	____	____
3. Located flock history -	____	____
4. Transported birds to poultry disease diagnostic laboratory -	____	____
5. Submitted sick birds and flock history to poultry disease diagnostic laboratory -	____	____
6. Received diagnosis from technician -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Sick birds needing blood analyses or other detailed diagnoses provided by lab Container to hold bird(s) Vehicle for transporting birds to laboratory Flock history report	

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 9

Task: Seperate sick, weak, or injured birds, using appropriate procedures, to prevent health problems.

Achievement Indicators: The learner:	Yes	No
1. Identified sick, weak or injured condition -	____	____
2. Determined extent of sick, weak or injured condition -	____	____
3. Moved birds away from other birds -	____	____
4. Provided quarters for birds taking into consideration:		
a. Temperature of quarters -	____	____
b. Water supply -	____	____
c. Feed supply -	____	____
d. Bedding -	____	____
e. Ventilation -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Crate or cage Sick birds	

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 10

Task: Keep poultry mortality records, using appropriate resources, to maintain flock health.

Achievement Indicators: The learner:

	Yes	No
1. Checked poultry rooms/houses for dead or culled birds -	____	____
2. Recorded number of dead and culled birds on mortality card -	____	____
3. Computed weekly total by units or houses -	____	____
4. Computed running total -	____	____
5. Repeated steps 1 through 4 daily for each room or house until birds go to market -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Record sheet (mortaility card Pencil Dead birds	

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 11

Task: Dispose of dead birds, using appropriate procedures, to maintain proper health standards.

Achievement Indicators: The learner:

	Yes	No
1. Collected all dead birds daily -	____	____
2. Recorded number of birds disposed of on mortality -	____	____
3. Disposed of dead birds by one of the following methods:		
a. Freezer (for sale to renderer) -	____	____
b. Incinerator -	____	____
c. Disposal pit -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's standards.

Tools and Equipment:	**Resources:**
Dead birds Freezer Incinerator Disposal pit Whellbarrow/cart Truck Offal plant	

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 12

Task: Apply insecticides in buildings, using appropriate procedures, to maintain proper health standards.

Achievement Indicators: The learner:

	Yes	No
1. Removed birds from building -	____	____
Note: May not be required with some chemicals.		
2. Identified type of insecticide needed -	____	____
3. Calculated quantity of insecticide required -	____	____
4. Obtained insecticide -	____	____
Caution: Read carefully insecticide label before applying.		
5. Placed insecticide in applicator -	____	____
6. Applied insecticide to buildings -	____	____
Note: Read maufacturer's recommendations regarding length of time buildings should be left idle.		

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to state regulations.

Tools and Equipment:

Measuring containers
Insecticide applicator
Insecticide
Protective clothing - boots, gloves, goggles

Resources:

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 13

Task: Disinfect buildings and equipment, using appropriate procedures, to maintain proper health standards.

Achievement Indicators: The learner:

	Yes	No
1. Removed all birds from buildings -	____	____
2. Cleaned buildings and equipment -	____	____
3. Selected the disinfectant -	____	____
4. Calculated quantity of disinfectant needed -	____	____
5. Washed disinfectant applicator -	____	____
Note: A new applicator may require rinsing with clean water.		
6. Mixed disinfectant solution according to manufacturer's specifications -	____	____
7. Filled applicator with disinfectant solution -	____	____
8. Applied disinfectant solution to buildings and equipment -	____	____
Note: Allowed buildings to remain idle three days to three weeks before using again.		

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to state regulations.

Tools and Equipment:

Disinfectant
Bucket
Measuring container
Disinfectant applicator (sprinkling can or pressure sprayer)
Rubber gloves
Rubber boots
Protective glasses

Resources:

Duty: Maintaining Poultry Health	**Duty No.** D
	Task No. 14

Task: Clean poultry housing area, using appropriate procedures, to maintain proper health standards.

Achievement Indicators: The learner:

	Yes	No
1. Swept, dusted and removed cob webs -	____	____
2. Removed foreign materials (soil, manure, straw, etc.) -	____	____
3. Washed and scrubbed all surfaces -	____	____
4. Allowed building to dry -	____	____
5. Disinfected with disinfectant -	____	____

Caution: Followed manufacturer's recommendation.
Wore protective clothing.

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to state regulations.

Tools and Equipment:
Scraper; broom; shovel; wheelbarrow; water; bucket; rubber gloves; rubber boots; goggles; disingfectant; hose; pressure washer

Resources:

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 1

Task: Develop plans for housing broilers and layers, using appropriate means, to acquire efficient production facilities.

Achievement Indicators: The learner:	Yes	No
1. Developed floor plan -	____	____
2. Determined number of birds to be raised -	____	____
3. Determined housing size -	____	____
4. Determined ventilation rate -	____	____
5. Determined feeding and watering facilities -	____	____
6. Determined waste water disposal system -	____	____
7. Determined feed storage needs and facilities -	____	____
8. Determined egg handling facilities -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Reference books: a. housing b. ventilation c. feed and water d. waste disposal	

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 2

Task: Clean brooders, using appropriate means, to insure reuse.

Achievement Indicators: The learner:	Yes	No
1. Turned off gas from brooder -	____	____
2. Blew dust from all parts of brooder, using blower -	____	____
3. Removed jet and cleaned orifice -	____	____
4. Reassembled brooder -	____	____
5. Turned gas supply on and lit pilot light -	____	____
6. Tested pilot light and flame -	____	____
7. Repeated process if flame was not satisfactory - (white/blue flame is good flame) -	____	____
8. Replaced jet or orifice if flame was not satisfactory -	____	____
9. Repeated steps 5 and 6 to insure that replacement of jet or orifice corrected the problem -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Blower Dirty brooders Wire for cleaning brooder jets Gas supply Pliers Wrenches Miscellaneous replacement parts Brooder	

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 3

Task: Install brooder guards for young birds, using appropriate means, to decrease chick mortality.

Achievement Indicators: The learner:

	Yes	No
1. Obtained corrugated cardboard -	____	____
2. Cut length to make an 8 feet diameter circle (to hold approximately 400 birds) -	____	____
3. Clamped or stapled ends of brooder guard to make circle -	____	____
4. Installed metal brooder guard holders/supports -	____	____
5. Positioned brooder guard around brooder -	____	____
6. Repeated process for each brooder in the brooding house -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are perfromed according to the supervisor's satisfaction.

Tools and Equipment:

Flexible corrugated cardboard, approximately 12" high
Staple gun
Brooders
Knife for cutting cardboard
Brooder guard holders/supports

Resources:

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 4

Task: Maintain proper brooder temperature, using appropriate resources, to achieve desirable production environment.

Achievement Indicators: The learner:

	Yes	No
1. In cold weather, turned units on 24 hours before birds arrived -	____	____
2. Adjusted thermostat(s) to provide desired temperature throughout house:		
a. 85^0 for chickens -	____	____
b. 95^0 for turkeys -	____	____
3. Adjusted brooder height to provide desired heat distribution -	____	____
4. Checked thermostats periodically to insure that temperature was being maintained -	____	____
5. Reduced thermostat settings five degrees weekly until a minimum of 70^0 F was reached (possible 65^0 for growing turkeys) -	____	____
6. Used brooder guards for young birds -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:
Thermometer
Thermostat (which may be located on brooder)
Brooders
Calendar

Resources:

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 5

Task: Adjust feeders and waterers, using appropriate resources, to limit feed and water waste.

Achievement Indicators: The learner:

	Yes	No
Chain, hand crank or electric drill methods		
1. Identified feeders and waterers to be raised -	____	____
2. Determined average back height of birds -	____	____
3. Raised feeders and waterers to height determined in step 2 using crank or electric drill or chain, insuring that feeders and waterers were level -	____	____
4. Returned tools to storage -	____	____

Critoria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Feeders and waterers Electric drill Chain Hand crank Growth of birds (growing birds)	

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 6

Task: Clean feed bins, using appropriate procedures, to maintain proper health environment.

Achievement Indicators: The learner:	Yes	No
1. Assembled tools and equipment -	____	____
2. Placed bucket or other container under feed bin spout -	____	____
3. Emptied feed bins, removing all feed -	____	____
4. Stored feed -	____	____
5. Entered bin using ladder and rope -	____	____
6. Scraped all caked and dried feed from sides using scraper -	____	____
7. Swept and removed all matter from bins -	____	____
8. Cleaned bins with water or high-pressure blower -	____	____
Note: Disinfectant is optional.		
9. Returned tools and equipment to storage -	____	____
Noted safety precautions:		
1. Ventilated bins before entering -	____	____
2. Had another person present in event of accident -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Feed bins to be cleaned; broom; scraper; high-pressure sprayer; water supply; water hose; ladder; rope; disinfectant (optional); high-pressure blower	

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 7

Task: Prepare nests for reuse, using appropriate procedures, to maintain proper laying facilities.

Achievement Indicators: The learner:

	Yes	No
1. Removed used litter and debris from nest -	____	____
2. Removed nest from house -	____	____
3. Washed and sprayed nest with approved disinfectant -	____	____
4. Repaired nests, if needed -	____	____
5. Replaced nest in house -	____	____
6. Bedded with new litter -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Nests
Water supply
Approved disinfectant
Scraper
Litter
Water hose/sprayer
Miscellaneous hand tools

Resources:

Duty: Maintaining Poultry Facilities | **Duty No.** E | **Task No.** 8

Task: Adjust lighting, using appropriate means, to increase production.

Achievement Indicators: The learner: Yes No

Broiler Chickens/Turkeys

1. Adjusted lighting intensity for brooding:
   a. Chickens: Five to six footcandles (minimum) - ____ ____
   b. Turkeys: Twelve footcandles (minimum) - ____ ____
2. Reduced lighting weekly until desired minimum intensity of one-half to one footcandle was reached:
   a. Chickens: Four weeks - ____ ____
   b. Turkeys: Ten weeks - ____ ____
3. Adjusted time clock so that lights came on before darkness and went off at dawn - ____ ____
4. Continued to adjust clock to coincide with day length - ____ ____
5. Adjusted photoelectric cell to maintain minimum intensity during daylight hours in open-sided house - ____ ____

Production Birds

1. Developed step-down lighting program for pullets in windowed (non-light control) house:
   a. Determined day length at onset of sexual maturity (20 to 22 weeks) - ____ ____
   b. Planned step-down program according to day length - ____ ____
2. Put step-down program into operation using time clock with stops - ____ ____
3. Adjusted lighting intensity during growing/production cycle:
   a. Day 1: Five to six footcandles - ____ ____
   b. In four to six weeks, reducted intensity to one-half footcandle - ____ ____

The learner:	Yes	No
c. Maintained one-half footcandle intensity for remaining growing/production cycle -	____	____
4. Adjusted photoelectric cell to maintain minimum intensity during daylight hours in open-sided house -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Lighting system equipped with calibrated dimmer
Time clock and/or photoelectric cells
Light meter

Resources:

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 9

Task: Adjust ventilation system, using appropriate resources, to insure quality health environment.

Achievement Indicators: The learner:

	Yes	No
Naturally Ventilated House		
1. Controlled curtain openings (summer and winter) to maintain the following temperature and moisture levels:		
a. Temperature two to four degrees above desired maintained level -	____	____
b. Relative humididty 50 to 65 percent -	____	____
c. Litter moisture 25 to 30 percent -	____	____
d. Ammonia level no greater than 30 ppm -	____	____
Mechanically Ventilated House		
1. Set thermostat two to four degrees above desired maintained temperature -	____	____
2. Adjusted recycling timers daily to aid fans in maintaining moisture balance in house as follows:		
a. Relative humidity 50 to 65 percent -	____	____
b. Litter moisture 25 to 30 percent -	____	____
c. Ammonia level no greater than 30 ppm -	____	____
3. Adjusted air inlets to maintain inlet velocity between 600 and 1,000 feet per minute -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Thermostats Curtain controls (hand or automatic winch) Inlet controls (hand or automatic winch) Recycling timer Thermometer	

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 10

Task: Clean air inlets, using appropriate resources, to insure quality health environment.

Achievement Indicators: The learner:	Yes	No
1. Assembled cleaning aids (blower and hand brush) -	____	____
2. Identified air inlets to be cleaned -	____	____
3. Loosened dirt in inlets using hand brush -	____	____
4. Removed dirt from inlets using blower -	____	____
5. Inspected air inlets to insure that dirt and dust had been removed -	____	____
6. Repeated steps 3 through 5 until all air inlets had been cleaned -	____	____
7. Stored blower and hand brush -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Dirty air inlets Hand brush Blower	

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 11

Task: Tighten doors, using appropriate procedures, to maintain proper facilities.

Achievement indicators: The learner:

	Yes	No
1. Examined door hinges, latches, tracks, rollers, and hooks -	____	____
2. Determined where repairs needed to be made -	____	____
3. Tightened screws in hinges and latch on personnel door -	____	____
4. Adjusted rollers and inside hook in drive-in door -	____	____
5. Re-examined door(s) to insure that adjustments had tightened doors -	____	____
6. Placed weatherstripping around doors if needed -	____	____
7. Returned tools to storage -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Personnel and drive-in doors Hooks Screwdriver Adjustable wrench Hammer Tracks and latches Pliers Weatherstripping	

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 12

Task: Inspect buildings for unwanted air infiltration, using appropriate resources, to insure quality health environment.

Achievement Indicators: The learner:	Yes	No
1. Identified building to be inspected -	____	____
2. Located candle, match, insulation and tools -	____	____
3. Checked for air drafts around doors, windows, and fans using lighted candle -	____	____
4. Repaired drafty areas with insulation to minimize air leaks:		
a. Estimated size of area causing draft -	____	____
b. Cut insulation to fill draft -	____	____
c. Filled draft area with insulation -	____	____
5. Rechecked with candle to determine if draft was closed -	____	____
6. Repeated steps 4 and 5 until all draft areas had been repaired -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Building to be inspected Candle Match Insulation Knife Hammer Small roofing nails	

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 13

Task: Apply wastes to fields, using appropriate resources, to insure proper waste disposal.

Achievement Indicators: The learner:	Yes	No
1. Applied liquid manure:		
a. tank spreader -	____	____
b. irrigation system -	____	____
2. Applied semi-solid manure:		
a. tank spreader -	____	____
b. irrigation system -	____	____
c. semi-solid manure spreader -	____	____
3. Applied solid manure -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Agitation device; Conventional box-type spreader; Front-end loader; Irrigation and pumping equipment; Liquid manure injectors; Liquid manure pumps; Liquid manure spreader; Semi-solid manure spreaders; tractor	

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 14

Task: Plan waste disposal system, using appropriate resources, to insure proper health environment.

Achievement Indicators: The learner:

	Yes	No
1. Consulted local, state and federal environmental regulations -	____	____
2. Consulted with local Agricultural Stabilization Conservation Service and/or Soil Conservation Service -	____	____
3. Considered geographic location -	____	____
4. Determined size of system needed -	____	____
5. Determined the location of physical unit -	____	____
6. Determined what type of waste disposal system was the most practical -	____	____
7. Determined how the facility should be equipped -	____	____
8. Determined future expansion plans -	____	____
9. Submitted plan for approval by proper local and state agencies -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Calculator
Facility blueprints
Local, State and Federal Ordinances
Soil Conservation Plan

Resources:

Duty: Maintaining Poultry Facilities	**Duty No.** E
	Task No. 15

Task: Remove wastes, using appropriate resources, to insure healthy disease free growth environment.

Achievement Indicators: The learner:

	Yes	No
1. Transferred waste to field delivery system:		
a. by hand with a pitchfork and/or shovel -	____	____
b. mechanical barn cleaner -	____	____
2. Transferred waste to storage with periodic removal to fields:		
a. lagoon -	____	____
b. slurry tank -	____	____
3. Replaced all safety gates, lids, covers, etc. -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Ally scrapers
Gutter cleaners
Manure stacker
Pitch fork
Shovel
Skid loader
Tractor with rear mounted blade
Transfer pump

Resources:

Duty: Marketing Poultry	**Duty No.** F
	Task No. 1

Task: Gather and pack eggs, using appropriate procedures, to prevent egg loss.

Achievement Indicators: The learner:	Yes	No
Hand Method		
1. Prepared cart and egg flats -	____	____
2. Collected eggs and placed in flats, large end up -	____	____
3. Sprayed eggs with oil -	____	____
4. Placed eggs in cooler -	____	____
Automatic Egg Packer Method		
1. Insured that packer was operating properly -	____	____
2. Insured that packer had a continuous supply of egg oil, if machine had this feature -	____	____
3. Loaded empty flats in packer -	____	____
4. Turned packer on -	____	____
5. Started delivery belts -	____	____
6. Observed feeding of eggs to insure there was even distribution -	____	____
7. Removed eggs that were:		
a. Cracked or broken -	____	____
b. Extremely dirty -	____	____
8. Observed oil sprayer component periodically to insure eggs were being oiled -	____	____
9. Cleaned oiling mechanism periodically, following manufacturer's directions -	____	____
10. Corrected any problems that caused automatic shutdown of equipment, observing manufacturer's directions and safety precautions -	____	____

The learner:	Yes	No
11. Stacked filled flats on cart/rack -	____	____
12. Turned machine off -	____	____
13. Placed racks of eggs in egg holding room -	____	____
14. Recorded daily egg count and maintained egg-holding room inventory -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Eggs; baskets; egg flats; carts or racks; conveyors/delivery belts; egg packer; container for discarding broken eggs; hand sprayer for oiling eggs

Resources:

Duty: Marketing Poultry	**Duty No.** F
	Task No. 2

Task: Clean eggs (hand method), using appropriate procedure, to increase marketability.

Achievement Indicators: The learner:

	Yes	No
1. Filled egg washer with water to correct level -	____	____
2. Heated water to correct temperature (10°F) -	____	____
3. Added detergent and mixed -	____	____
4. Placed eggs in washer -	____	____
5. Turned machine on -	____	____
6. Removed eggs at end of cleaning cycle -	____	____
7. Turned machine off -	____	____
8. Separated eggs which were impossible to clean from clean eggs (unclean eggs are designated Grade B if not broken) -	____	____
9. Oiled eggs when specified by market requirements -	____	____

Note: Eggs that were automatically packed were not washed prior to delivery to processing plant. They may, however, be oiled.

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Soiled eggs Egg washer Water supply Oil Oil applicator	

Duty: Marketing Poultry	**Duty No.** F
	Task No. 3

Task: Grade eggs, using appropriate procedures, to increase marketability.

Achievement Indicators: The learner:

	Yes	No
On-Farm Hand Grading Method		
1. Using egg candle, determined interior and exterior quality of eggs, noting standards specified in USDA Egg Grading Manual -	____	____
2. Removed eggs with:		
a. Cracks -	____	____
b. Blood spots -	____	____
c. Other imperfections such as odd-shape or rough shells -	____	____
d. Dirt and excess stain -	____	____
3. Weighed eggs on hand scales to determine weight classification as specified in USDA Egg Grading Manual -	____	____
4. Carton eggs according to weight classifications and quality grades -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:
Hand scales
Candling light
Eggs
Cartons
USDA Manual

Resources:

Duty: Marketing Poultry | **Duty No.** F | **Task No.** 4

Task: Refrigerate eggs, using appropriate facilities, to insure a quality product.

Achievement Indicators: The learner:

	Yes	No
1. Placed eggs in cooler as soon as gathered -	____	____
2. Adjusted temperature and humidity to the specified levels:		
a. To raise humidity:		
(1) Use humidifier, or -	____	____
(2) Run water lightly on floor of egg room -	____	____
b. To lower humidity, use dehumidifier -	____	____
3. Checked temperature and humidity of cooler once or twice daily -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:
Insulated room (cooler)
Cooling unit
Thermometer
Humidistat
Eggs
Dehumidifier/Humidifier
Water hose/water supply

Resources:

Duty: Marketing Poultry	**Duty No.** F
	Task No. 5

Task: Adjust temperature and humidity in egg storage room, using appropriate equipment, to insure a quality product.

Achievement indicators: The learner:

	Yes	No
1. Read thermometer and hygrometer in egg storage room daily -	____	____
2. Recorded readings -	____	____
3. Adjusted thermostat and humidistat according to egg storage requirements -	____	____
4. If adjustments were necessary in step 3, rechecked temperature and humidity levels on an hourly basis until desired levels were stabilized -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Eggs; Storage room; Thermometer; Hygrometer; Thermostat; Cooling unit; Humidifier; Heating unit uner special circumstances; Humidstat	

Duty: Marketing Poultry	**Duty No.** F
	Task No. 6

Task: Arrange for sale of poultry and eggs, using appropriate means, to obtain highest profits.

Achievement indicators: The learner:

	Yes	No
1. Identified number of birds or eggs to be sold -	_____	_____
2. Established date of movement -	_____	_____
3. Contacted prospective buyers -	_____	_____
4. Gave buyers number of eggs or number, breed and age of birds available -	_____	_____
5. Requested bid by specified date -	_____	_____
6. Reviewed bid responses -	_____	_____
7. Finalized sales of poultry and eggs to highest bidder -	_____	_____
8. Completed sales contract -	_____	_____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Poultry and eggs to be sold Telephone List of prospective buyers Sales contract	

Duty: Marketing Poultry	**Duty No.** F
	Task No. 7

Task: Keep egg production records, using appropriate resources, to maintain proper information.

Achievement Indicators: The learner:

		Yes	No
1.	Assembled daily egg production charts -	____	____
2.	Transferred daily egg production figures to permanent egg production record form -	____	____
3.	Computed weekly total -	____	____
4.	Computed weekly percent of egg production: $\frac{\text{Number of eggs produced per week}}{\text{Number of hens x 7}}$ = weekly percent of egg production -	____	____
5.	Recorded weekly percent of production on permanent egg record form -	____	____
6.	Compared total weekly egg production with sales record provided by producer -	____	____
7.	If figures agreed within two percent, filed permanent egg record form -	____	____
8.	If figures did not agree within two percent:		
	a. Insured that pickup dates for sale of eggs agreed with farm records -	____	____
	b. Rechecked egg count computations -	____	____
9.	Recomputed weekly percent of egg production -	____	____
10.	Noted changes on permanent egg record form -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Daily production charts Calculator Pencil Permanent egg production record form Sales record Number of hens	

Duty: Marketing Poultry	**Duty No.** F
	Task No. 8

Task: Keep egg quality records, using appropriate resources, to maintain the highest quality product.

Achievement Indicators: The learner:

	Yes	No
1. Assembled weekly grade-out records for each flock -	____	____
2. Recorded grade-out figures on permanent chart -	____	____
3. Computed totals of egg quality chart at end of designated time period -	____	____
4. Filed reports -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Permanent egg quality charts for each flock
Weekly grade-out records for each flock
Calculator
Pencil

Resources:

Duty: Marketing Poultry	**Duty No.** F
	Task No. 9

Task: Cull layers, using appropriate procedures, to maintain feeding efficiency.

Achievement Indicators: The learner:

	Yes	No
1. Visually examined flock and removed birds which appeared to be unproductive:		
a. For floor flocks, used hook to catch birds -	____	____
b. For cage flocks, removed from cage -	____	____
2. Examined birds as follows:		
a. Comb -	____	____
b. Vent area -	____	____
c. Pigmentation of beak and legs -	____	____
3. Disposed of birds which were determined to be unproductive -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Chicken flocks Hooks	

Duty: Marketing Poultry	**Duty No.** F
	Task No. 10

Task: Remove feed and water from birds prior to market shipment, using appropriate means, to acquire marketable birds.

Achievement Indicators: The learner:

	Yes	No
1. Contacted processing plant to identify when birds were to be moved -	____	____
2. Determined time to raise feeders and waterers -	____	____
3. Raised feeders and waterers using electric drill or hand crank -	____	____

Note: Waterers are usually raised three or four hours later than feeders.

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Orders from processing plant specifying time to remove feed from birds
Feeder system/waterers
Hand crank or electric drill
Telephone

Resources:

Duty: Marketing Poultry	**Duty No.** F
	Task No. 11

Task: Plan evisceration process, using appropriate resources, to acquire desirable, marketable birds.

Achievement indicators: The learner:

	Yes	No
1. Determined number of birds to be butchered -	____	____
2. Evaluated possible butchering procedures -	____	____
3. Calculated butchering cost -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Birds ready to butcher Cost estimates for different butchering procedures	

Duty: Marketing Poultry	**Duty No.** F
	Task No. 12

Task: Keep records of income and expenses, using appropriate means, to evaluate profitability of birds.

Achievement Indicators: The learner:	Yes	No
Accounting Method (hand)		
1. Secured journal and ledger -	____	____
2. Entered all receipts and expenses in journal -	____	____
3. At end of accounting period (monthly, quarterly), total columns in journal -	____	____
4. Insured that journal balances -	____	____
5. Posted from journal to ledger (column totals and individual entries as appropriate) -	____	____
6. Verified ledger after all items had been posted from journal -	____	____
7. Closed out ledger at end of fiscal period -	____	____
8. Filed receipts, invoices, supporting papers, and deposit slips -	____	____
9. Returned journal and ledger to designated area -	____	____
Accounting Method (computerized)		
1. Recorded income and expenses using commercially prepared software package or other data entry program following directions and procedures as required to process data -	____	____
2. Filed receipts, invoices, supporting papers, and deposit slips -	____	____
Recordkeeping Method		
1. Secured record book used for recording financial data -	____	____
2. Entered all receipts and expenses in record book using workable recordkeeping method -	____	____
3. Verified accuracy of entries -	____	____

The learner:	Yes	No
4. At end of fiscal period (monthly or quarterly), computed totals -	____	____
5. Filed receipts, invoices, supporting papers, and deposit slips -	____	____
6. Returned record book to designated area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:
Fiscal period (month, quarter)
Journal
Ledger or record book
Receipts, invoices, supporting papers, deposit slips, check-books
Pen/pencil
Calculator

Resources:

Duty: Showing Poultry	**Duty No.** G
	Task No. 1

Task: Select birds for showing, using appropriate skills, to determine best representation of breed and/or flock.

Achievement Indicators: The learner:

	Yes	No
1. Determined uniformity in birds -	____	____
2. Selected birds for desired finish -	____	____
3. Identified birds general overall appearance -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Birds ready for showing	

Duty: Showing Poultry	**Duty No.** G
	Task No. 2

Task: Transport birds to show, using appropriate means, to insure desirable health and appearance.

Achievement indicators: The learner:	Yes	No
1. Selected proper transport means -	____	____
2. Selected proper transport equipment -	____	____
3. Determined transport cost -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Crates Hooks (to catch birds) Vehicle	

Duty: Showing Poultry	**Duty No.** G
	Task No. 3

Task: Plan showing procedures, using appropriate skills, to achieve attractive award winning birds.

Achievement Indicators: The learner:

	Yes	No
1. Removed birds from crate, head first -	____	____
2. Carried birds properly under arm -	____	____
3. Held birds properly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Birds for show	

Duty: Using Employability Skills	**Duty No.** H
	Task No. 1

Task: Perform a self-assessment, using knowledge and information, to compile a list of personal attributes.

Achievement Indicators:

The learner:	Yes	No
1. Listed work-related accomplishments -	____	____
2. Listed non-work related accomplishments -	____	____
3. Identified skills and competency attainment -	____	____
4. Identified transferable (portable) skills -	____	____
5. Determined strengths and weaknesses -	____	____
6. Described job liabilities and the effect liabilities have on employment opportunities -	____	____
7. Developed a plan to overcome job liabilities -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "First Steps" in Opening Doors: A Practical Guide for Job Hunting. Continuum Center, Oakland University, 1984, pp. 7-14.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 2

Task: Perform a self-assessment, using knowledge and information, to identify areas of work that will provide personal job satisfaction.

Achievement Indicators:

The learner:	Yes	No
1. Listed personal job values -	____	____
2. Rated each job value -	____	____
3. Listed enjoyable activities/interests -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:** Ibid, pp. 16-20

Duty: Using Employability Skills	**Duty No.** H
	Task No. 3

Task: Perform a self-assessment, using knowledge and information, to determine methods to reduce levels of stress.

Achievement Indicators:

The learner:	Yes	No
1. Identified stages of grief that result in stress -	____	____
2. Identified factors that reduced levels of stress -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Ibid, pp. 21-23

Duty: Using Employability Skills	**Duty No.** H
	Task No. 4

Task: Compile an occupational profile, using reference materials, to determine the characteristics, requirements, and employment outlook of an occupation.

Achievement Indicators: The learner:

	Yes	No
1. Described:		
a. Main job duties -	____	____
b. Places of employment -	____	____
c. Physical demands -	____	____
d. Working (environmental) conditions -	____	____
e. Educational requirements -	____	____
f. Local, regional and national employment outlook -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Dictionary of Occupational Titles (D.O.T.).

Goodman, Jane, Judith Hoppin and Ronald Kent, "Making Decisions," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 27-34.

Michigan Occupational Information System (M.O.I.S.)

Duty: Using Employability Skills	**Duty No.** H
	Task No. 5

Task: Investigate non-wage job characteristics, using available resources, to identify significant job factors.

Achievement Indicators: The learner:

	Yes	No
1. Listed and described:		
a. Union affiliation -	____	____
b. Apprenticeship opportunities -	____	____
c. Occupational hazards -	____	____
d. Shift requirements -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Dictionary of Occupational Titles (D.O.T.).
Goodman, Jane, Judith Hoppin and Ronald Kent, "Making Decisions," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 27-34.
Michigan Occupational Information System (M.O.I.S.)

Duty: Using Employability Skills	**Duty No.** H
	Task No. 6

Task: Develop goals, using knowledge, to determine career objective(s).

Achievement Indicators:

The learner:	Yes	No
1. Listed short-term goals-	____	____
2. Listed long-term goals -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Ibid, pp. 30-31

Duty: Using Employability Skills	**Duty No.** H
	Task No. 7

Task: Perform a job search, using information, to identify employment opportunities.

Achievement Indicators: The learner:	Yes	No
1. Determined geographic boundaries for job search -	____	____
2. Listed types of potential places of employment -	____	____
3. Developed a list of prime sources of information concerning opportunities for employment, advertised and unadvertised -	____	____
4. Gathered information about advertised and unadvertised job openings -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin, and Ronald Kent, "Planning the Campaign," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 37-47.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 8

Task: Participate in an information interview, using knowledge and resources, to obtain information about a job from an employer.

Achievement Indicators: The learner:	Yes	No
1. Identified a job within the area of occupational interest -	____	____
2. Prepared a list of organizations that employ people to perform the identified job -	____	____
3. Scheduled an interview appointment with an employer at one of the organizations -	____	____
4. Prepared a list of questions for the interview -	____	____
5. Conducted the interview -	____	____
6. Prepared a follow-up letter to mail, after the interview, to the employer -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "Planning the Job Campaign," Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 44-45.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 9

Task: Complete a social security form, using information, to apply for a social security number.

Achievement Indicators:

The learner:	Yes	No
1. Contacted appropriate office to secure form -	____	____
2. Followed instructions on form -	____	____
3. Filled in each space on the form with the correct information -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	"Handling the Paperwork," Employability Skills Guide #6, MSU.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 10

Task: Contact an employer, using a telephone, to pursue potential employment opportunities.

Achievement Indicators: The learner:

	Yes	No
1. Greeted receptionist -	____	____
2. Identified self and reason for phone call -	____	____
3. Asked to speak to appropriate person -	____	____
4. Arranged, if necessary, a time to call back -	____	____

Criteria: Competence in the task will be recognzied when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin, and Ronald Kent, "Communicating with Employers," in Opening Doors: A Practical Guide for Job Hunting, Oakland University, 1984, pp. 54-57.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 11

Task: Complete a job application, using personal notes, to apply for employment.

Achievement Indicators:

The learner:	Yes	No
1. Followed the direction specified on the application form -	____	____
2. Filled in each space where applicable, with the correct information -	____	____
3. Used a pen or typewriter to fill in application information -	____	____
4. Filled out the application neatly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin, Ronald Kent, "Communicating with Employers," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 61-64.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 12

Task: Prepare a resume, using personal information, to apply for a job.

Achievement Indicators: The learner:

		Yes	No
1.	Listed name, address, and telephone number -	____	____
2.	Identified career objective -	____	____
3.	Listed work experiences -	____	____
4.	Described job-related experiences -	____	____
5.	Provided information about education -	____	____
6.	Listed military experience, if acquired -	____	____
7.	Described home/community activities -	____	____
8.	Listed membership in work related organizations/ associations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "Communicating with Employers," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 58-59, 65-71.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 13

Task: Write a letter, using personal notes, to apply for a position.

Achievement Indicators: The learner:	Yes	No
1. Included:		
a. Name, address, and phone number -	____	____
b. Date -	____	____
c. Name, title, firm, address of person to whom the letter is being sent -	____	____
d. Salutation -	____	____
2. Indicated in paragraph one:		
a. An awareness of the business -	____	____
b. A reference to an ability/skill that will benefit the company -	____	____
3. Emphasized experience, abilities, accomplishments, in paragraph two -	____	____
4. Identified strengths/special training in paragraph three -	____	____
5. Included a follow-up plan in paragraph four -	____	____
6. Included complimentary closing -	____	____
7. Signed letter -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman Jane, Judith Hoppin and Ronald Kent, "Communication with Employers," in Opening Doors: A Practical Guide for Job Hunting. Continuum Center, Oakland University, 1984, pp. 72-73.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 14

Task: Demonstrate appropriate dress, using a knowledge of job requirements, to comply with standards of on-the-job attire and grooming.

Achievement Indicators: The learner:	Yes	No
1. Described and/or dressed in the attire of the appropriate occupational area, including:		
a. Grooming -	____	____
b. Health -	____	____
c. Uniforms -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin, and Ronald Kent, "The Job Interview," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 77-96.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 15

Task: Interview for a job, using communication skills, to secure employment.

Achievement Indicators:

The learner:	Yes	No
1. Demonstrated appropriate characteristics for job applicants including:		
a. Attire -	____	____
b. Grooming -	____	____
c. Conduct -	____	____
2. Demonstrated correct usage of interviewing techniques -	____	____
3. Prepared a list of questions to ask the interviewer -	____	____
4. Prepared a follow-up letter to mail, after the interview, to the interviewer -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "The Job Interview," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 77-96.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 16

Task: Contact a job interviewer, using a telephone, to accept/reject a job.

Achievement Indicators: The learner:

		Yes	No
1.	Spoke with interviewer who offered the job -	____	____
2.	Identified self -	____	____
3.	Accepted offer, if applicable -	____	____
4.	Found out starting date and time, if appropriate -	____	____
5.	Rejected offer courteously and politely, if applicable -	____	____
6.	Gave reason for rejection, if applicable -	____	____
7.	Concluded conversation correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	"Getting the Job," Employability Skills Guide #9, MSU. Ibid, pp. 77-96.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 17

Task: Complete forms, using information, to withhold city, state and federal taxes.

Achievement Indicators: The learner:

	Yes	No
1. Completed city tax form correctly -	____	____
2. Completed state form correctly -	____	____
3. Completed federal tax form correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** H
	Task No. 18

Task: Describe performance evaluation measurements, using knowledge, to identify behavior/attitudes that employers expect employees to exhibit on the job.

Achievement Indicators: The learner:	Yes	No
1. Listed and described the methods to achieve successful working relationships -	____	____
2. Listed and defined importance of:		
a. Reliability -	____	____
b. Punctuality -	____	____
c. Quality -	____	____
d. Quantity -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin and Ronald Kent, "Opening the Door to Your Future," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 99-100.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 19

Task: Perform a continuing education program search, using available resources, to identify opportunities for retraining, skills upgrading, and career advancement.

Achievement Indicators: The learner:	Yes	No
1. Described types and sources of continuing education programs for an occupation -	____	____
2. Related information to career alternatives -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin, and Ronald Kent, "Opening the Door to Your Future," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, p. 101.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 20

Task: Analyze career information, using available resources, to identify the opportunities for advancement that exist within an occupation.

Achievement Indicators:

The learner:	Yes	No
1. Described the career stages associated with the occupational areas:		
a. Listed jobs, entry through advanced levels -	____	____
b. Gave examples of tasks that employees in the occupation are required to perform -	____	____
c. Identified tools/equipment that employees in the occupation use -	____	____
d. Made reference to the relationship of the job(s) to data, people, and things -	____	____
e. Made reference to education and/or on-the-job training needed to attain career mobility -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Dictionary of Occupational Titles (D.O.T.).

Goodman, Jane, Judith Hoppin and Ronald Kent, "Opening the Door to Your Future,: in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 99-102.

Michigan Occupational Information System (M.O.I.S.).

Duty: Using Employability Skills	**Duty No.** H
	Task No. 21

Task: Describe job resignation/dismissal practice, using knowledge, to identify positive methods for terminating an employment situation.

Achievement Indicators: The learner:	Yes	No
1. Described practice for resigning from a job:		
a. Gave two weeks to a months notice -	____	____
b. Specified a positive reason for leaving the employment situation -	____	____
2. Described practices for job dismissal (laid-off, released):		
a. Asked the employer for a letter of reference if laid off -	____	____
b. Talked with the employer to discover what was the problem, if released -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	"Knowing the Score," Employability Skills Guide #10, MSU.

TOOL AND EQUIPMENT LIST
FOR POULTRY

Equipment	Duty
Adjustable wrenches	C, E
Black light	C
Brooder	E
Broom	C, D, E
Brush	C
Bucket	B, C, D
Calculator	B, C, E, F
Candling light	F
Chicken crate	D, G
Disinfectant applicator	D
Duster (for insecticides)	D
Egg baskets	F
Egg cartons	F
Egg flats	F
Egg packer	F
Egg scales	F
Face mask	D
Feeders	C, E
Gloves	D
Goggles	D
Grain probe	C
Grease gun	C
Grinding equipment	C
Hammer	B, E
Hand saw	B
Hand sprayer (for oiling)	F
Hand tools	B, C, E
High pressure blower	E
High pressure sprayer	D
Hooks (for catching)	F, G
Humidifier	F
Hygrometer	F
Incinerator	B, D
Insecticide applicator	D
Knife	E

TOOL AND EQUIPMENT LIST (Cont.)

Equipment	Duty
Ladder	E
Light meter	E
Liquid manure spreader	E
Manure spreader	E
Measuring containers	D
Microcomputer	B, C, E, F
Moisture tester	C
Nests	E
Permanent markers	B
Pitch fork	E
Pliers	C, E
Pressure sprayer	E
Pressure washer	D
Protective clothing	D
Protective glasses	D
Rope	E
Rubber Boots	D
Scales	C
Scraper	D, E
Screwdriver	C, E
Shovel	B, C, D, E
Skid loader	E
Spreader for litter	B
Staple gun	E
Telephone	C, D, F
Thermometer	E, F
Tractor	E
Tractor with blade	E
Water hose	D, E
Waterers	C, E
Wheelbarrow	D

STUDENT ACHIEVEMENT RECORD

POULTRY

STUDENT _____

INSTRUCTIONS:

Mark each student's level of competence according to the following guide:

LEVEL	GUIDE
1	Student has been exposed to task
2	Task accomplished with assistance
3	Task accomplished to criteria by student
4	Ability to teach or demonstrate the task to others

TASK	LEVEL	DATE
A. NOT AVAILABLE		
B. CARING FOR POULTRY		
1. Plan goals for poultry.		
2. Purchase litter.		
3. Add clean litter.		
4. Control rodents.		
5. Dispose of unused chemicals and drugs.		
6. Store chemicals, inflammable materials and medications.		
7. Make inventory lists of poultry and equipment.		
C. FEEDING POULTRY		
1. Plan poultry feeding program.		
2. Prepare ration for laying hens.		
3. Prepare ration for broilers.		
4. Plan feed purchase.		
5. Feed and water baby chicks.		

TASK	LEVEL	DATE
C. FEEDING POULTRY (continued)		
6. Prepare automatic feeders.		
7. Prepare automatic waterers.		
8. Record daily feed consumption.		
9. Record daily water consumption.		
10. Keep feed consumption records.		
11. Service grinding and mixing equipment.		
12. Service bulk feed handling equipment.		
13. Examine feedstuffs for mold and spoilage.		
14. Calculate cost of rations and feed mixtures.		
D. MAINTAINING POULTRY HEALTH		
1. Clean walls, screens, ceiling, and equipment.		
2. Disinfect building and equipment.		
3. Keep birds free of ectoparasites (mites and lice).		
4. Keep poultry houses and premises free of house flies.		
5. Administer medications.		
6. Clean medicator.		
7. Contact flock supervisor or veterinarian when birds appear to be sick.		
8. Take sick bird(s) to poultry disease diagnostic laboratory for diagnosis.		
9. Separate sick, weak, or injured birds.		
10. Keep poultry mortality records.		
11. Dispose of dead birds.		
12. Apply insecticides in buildings.		
13. Disinfect buildings and equipment.		
14. Clean poultry housing area.		
E. MAINTAINING POULTRY FACILITIES		
1. Develop plans for housing broilers and layers.		
2. Clean brooders.		
3. Install brooder guards for young birds.		
4. Maintain proper brooder temperature.		
5. Adjust feeders and waterers.		

TASK	LEVEL	DATE
E. MAINTAINING POULTRY FACILITIES (continued)		
6. Clean feed bins.		
7. Prepare nests for reuse.		
8. Adjust lighting.		
9. Adjust ventilation system.		
10. Clean air inlets.		
11. Tighten doors.		
12. Inspect buildings for unwanted air infiltration.		
13. Apply wastes to fields.		
14. Plan waste disposal system.		
15. Remove wastes.		
F. MARKETING POULTRY		
1. Gather and pack eggs.		
2. Clean eggs (hand method).		
3. Grade eggs.		
4. Refrigerate eggs.		
5. Adjust temperature and humidity in egg storage room.		
6. Arrange for sale of poultry and eggs.		
7. Keep egg production records.		
8. Keep egg quality records.		
9. Cull layers.		
10. Remove feed and water from birds prior to market shipment.		
11. Plan evisceration process.		
12. Keep records of income and expenses.		
G. SHOWING POULTRY		
1. Select birds for showing.		
2. Transport birds to show.		
3. Plan showing procedures.		
H. USING EMPLOYABILITY SKILLS		
1. Perform a self-assessment to compile a list of personal attributes.		
2. Perform a self-assessment to identify areas of		

TASK	LEVEL	DATE
H. USING EMPLOYABILITY SKILLS (continued)		
work that will provide personal job satisfaction.		
3. Perform a self-assessment to determine methods		
to reduce levels of stress.		
4. Compile an occupational profile.		
5. Investigate non-wage job characteristics.		
6. Develop goals.		
7. Perform a job search.		
8. Participate in an information interview.		
9. Complete a social security form.		
10. Contact an employer.		
11. Complete a job application.		
12. Prepare a resume.		
13. Write a letter.		
14. Demonstrate appropriate dress.		
15. Interview for a job.		
16. Contact a job interviewer.		
17. Complete forms.		
18. Describe performance evaluation measurements.		
19. Perform a continuing education program search.		
20. Analyze career information.		
21. Describe job resignation/dismissal practice.		

CLASS ACHIEVEMENT RECORD

| NAME | TASK No. | | |